



JOB DESCRIPTION: Office Administrator

Dover, Delaware

August 2024

The Downtown Dover Partnership (DDP), working in concert with the City of Dover, multiple public, private, and non-profit agencies, and led by Mosaic Development Partners JV, LLC of Philadelphia, PA, recently created a strategic master plan to revitalize the downtown Dover, DE district. The plan, *Capital City 2030: Transforming Downtown Dover!*, was delivered to the DDP in 2023 and is now in full implementation phase. The DDP is also an accredited Main Street America™ community, and as such, accomplishes its mission through a volunteer committee structure led by a 17-member board of directors (also volunteers) and paid staff. <https://www.downtowndoverpartnership.com/>

To assist in these comprehensive efforts, the DDP seeks an enthusiastic advocate for downtown, one who is organized, self-motivated, and energetic, who will promote a harmonious workplace within the DDP - a fast-moving, non-profit downtown revitalization organization whose office is located in downtown Dover. This individual will be proficient in general office administration: maintaining clear communications, managing correspondence, and interacting with vendors, guests, and community constituents and partners (i.e.; volunteers, merchants, property owners, residents, representatives of partnering public and private organizations/agencies).

The hire will work directly for the Executive Director, while providing administrative support to DDP colleagues. Ability to multi-task and prioritize internal office and external activities simultaneously and amidst interruptions is critical. In addition to those listed above, responsibilities of the individual hired will likely include facilitating property management; supporting committee activities, events, and projects; and others. Proven skill/proficiency as exhibited by several years' experience is sought in at least several, and ideally many, of the following areas:

- Office organization, data management (electronic and hardcopy), professional phone protocol, ordering supplies
- Computer proficiency in Microsoft Office Suite
- Taking meeting minutes efficiently and effectively
- Processing financial transactions including accounts payable, and logging detailed payouts for reporting
- Record-keeping (electronic and hardcopy)
- Event planning and production (or close support thereof)
- Social media platforms (i.e.; communications/ mailing, event, marketing, graphic design, surveying, etc.)
- Other duties as required

Qualifications: The ideal candidate will enjoy working under minimal supervision and with a diverse range of people and skill levels; have three years practical experience in many of the activities bulleted above; and be able to coordinate a broad range of activities and projects, amidst distractions and with an even temperament. College experience and/or a college degree is a benefit but not required. Mature and independent judgment, takes initiative, and is flexible; highly responsive to the needs generated by the day-to-day activities of management and the organization; planning tasks; and working in a "team environment."

Applicants are encouraged to respond to a brief skills survey at this link: <https://www.surveymonkey.com/r/36M65HY>

Hours: 25 - 37.5 hours per week, depending on qualifications (The DDP may hire for this position @ Full or Part Time, Contractual, or a combination thereof.)

Compensation: \$16 - 24 per hour, depending on skill level and qualifications (\$31,200 – 46,800)

Benefits: Healthcare after 90-day probationary period (30+ hours per week); 15 days' vacation/sick/personal time and holidays (@ Full or Part time rate); basic disability; free on-site downtown parking.

Electronic Submissions Only: Interested candidates should submit a resume that details related experience, and names/contact information of three references, by September 5, 2024.

Questions (and resumes/related documents) may be directed to: MainStreetDover@gmail.com

No phone, social media or on-site inquiries/visitations by candidates or those seeking information will be accepted.